



OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

ADMINISTRATION AND
MANAGEMENT

December 21, 2006

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Threat Reduction Advisory Committee*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended and 41 CFR, § 102-3.85, intends to modify the existing charter for this discretionary advisory committee.

Recently, the committee determined that it requires the use of subcommittees to fulfill its advisory functions for the Under Secretary of Defense for Acquisition, Technology and Logistics. The Department of Defense agrees that the use of subcommittees will benefit the committee's advisory role, and supports the establishment of subcommittees for this particular committee. The committee and its staff is aware that any subcommittees established must be annotated in the GSA's FACA Database, and that the subcommittees must comply with the full provisions of the Federal statutes and regulations governing advisory committees and their subcommittees.

Prior to submitting a Federal Register notice and subsequently filing the commission's modified charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectively requests that the Committee Management Secretariat review and approve the modified charter (attached). The modified charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Mr. Jim Freeman, at 703-601-2554, extension 128.

Frank M. Wilson
Committee Management Officer
for the Department of Defense

2 Attachments

1. Charter, May 30, 2006
2. Proposed Modified Charter

CHARTER
THREAT REDUCTION ADVISORY COMMITTEE

- A. Official Designation: The Committee shall be known as the Threat Reduction Advisory Committee (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology, and Logistics) and the Defense Threat Reduction Agency Director, independent advice and recommendations on: reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional and special weapons; combating weapons of mass destruction to include non-proliferation, counterproliferation and consequence management; nuclear deterrence transformation; weapons effects; and other Acquisition, Technology, and Logistics and Defense Threat Reduction Agency mission related matters. The Under Secretary of Defense (Acquisition, Technology, and Logistics) or designee may act upon the advice of the committee.
- C. Committee Membership: The Committee shall be composed of no more than 25 Committee members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, or weapons of mass destruction. Committee Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Committee Members shall be appointed on an annual basis by the Secretary of Defense, and with the exception of travel and per diem for official travel, shall serve without compensation.
- The Secretary of Defense, at his discretion, may authorize compensation to committee members in accordance with existing statutes, executive orders, and regulations. The Under Secretary of Defense (Acquisition, Technology, and Logistics) shall select the Committee's Chairperson from the Committee membership at large.
- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is two per year.
- E. Duration of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Acquisition, Technology and Logistics), shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix.
- G. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$450,000.00. The estimated annual personnel costs to the Department of Defense are 1.5 full-time equivalents.
- I. Charter Filed: May 30, 2006

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- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is two per year. The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and other appropriate Federal Regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Agency or any Federal officers or employees not Committee Members.

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- I. Charter Filed: May 30, 2006
- J. Charter Modified: